

# DUTCHESS

## COMMUNITY COLLEGE

### Withdrawal Appeal Instructions

If a student feels he or she has an extenuating circumstance which justifies an exception to the DCC withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

- The appeal process is limited to enrolled courses taken within eighteen (18) months of the start of the current semester.
- All requests must be submitted in writing to the Withdrawal Appeal Committee and must include supporting documentation (please see the table below).
- The Committee cannot change grades for completed courses.
- Appeals are limited to all, not some, courses within a semester unless it can be documented that the issue is directly related to only the select course(s) being disputed.
- Appeals received without the proper supporting documentation (see below) will not be reviewed.
- Appeals must be made by the student. Appeals made on behalf of a student will not be reviewed.
- Appeals are limited to tuition and fee charges only. Residential students who leave housing before the end of the semester are not entitled to a refund through the Withdrawal Appeal process and are financially responsible for the entirety of their housing and dining bill, according to the housing contract.
- **Appeals are limited to one per student throughout the entirety of their time at DCC.**
- **The Committee's decisions are final and are not subject to further appeal.**

| Criteria for Appeals   | Required Supporting Documentation   |
|--|---|
| Death in the student's immediate family (parent or caregiver, sibling, child, spouse/domestic partner) | Death Certificate or Obituary   |
| Unforeseen medical incapacitation of the student or immediate family                                   | Signed letter from the student's medical professional on organizational letterhead verifying that: <ul style="list-style-type: none"> <li>• The student was medically unable to complete their courses</li> <li>• Family medical circumstances were at a severity that the student's presence was required away from school and precluded completion of the course</li> </ul> |
| Involuntary call to Military Duty  | Written orders regarding call to Military Duty  |
| Enrollment at another school for the same term as the appeal   | Proof of enrollment, transcript, schedule, or letter of enrollment from Registrar's Office at that College  |
| Advising error by a College employee (Includes failure to meet course pre-requisites)                  | Letters or emails providing proof that the student was misadvised or an employee created a processing error.  |

The Withdrawal Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments. All appeals MUST be submitted in writing.

**Important!**

If you are a recipient of financial aid, you should discuss the implication of a Withdrawal Appeal with an Assistant Director in Student Financial Services so your decision will be based on a clear understanding of the consequences of withdrawing from courses. If a withdrawal appeal is approved, it may result in being required to return financial aid that has been disbursed to you prior to any change in your academic record.

## Dutchess Community College Withdrawal Appeal Form

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A00** \_\_/\_\_/\_\_/\_\_/\_\_/\_\_ **Term of course(s)** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone number:** (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

**Email address:** \_\_\_\_\_

Please indicate the intent of your appeal (select all that apply):

I would like to be withdrawn from all of my classes for the appealed term

I would like to request a refund for those withdrawn classes

Please include a letter describing the justification for your appeal, as well as the required supporting documentation, with this form.

**Please email all documents to:**        **withdrawalappeals@sunydutchess.edu**

**Or by mail:**                                **Withdrawal Appeal Committee c/o Student Financial Services**  
    **53 Pendell Road**  
    **Poughkeepsie, NY 12601**

Withdrawal approval does not automatically result in reduced tuition and fee cost or in the removal of assigned collection fees. Financial aid awarded for the requested term will be subject to the College policies described in sections of the Dutchess Community College Catalog describing the Tuition and College Fee Refund Policy, Delinquent Accounts, and Withdrawal Policy for Recipients of Federal Title IV Grants and Loans as well as New York State Financial Aid or other scholarships.

I understand the information on this form and I accept that the Committee's decisions are final and are not subject to further appeal.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**date**